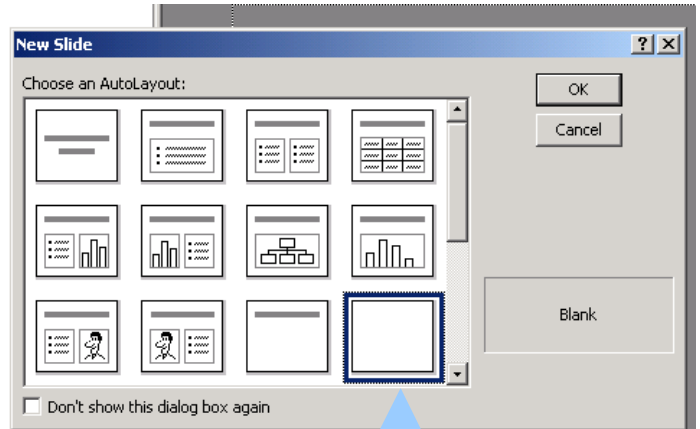
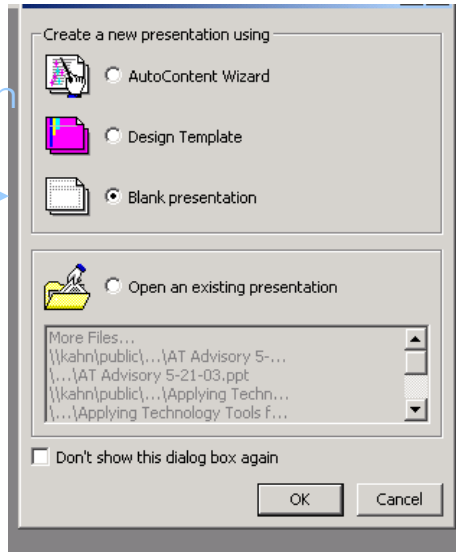


# PowerPoint for Switch Access Users

## Talking Books

1. In a new document, begin with a blank presentation and a blank layout. There are many design templates and formatting options that can make PowerPoint projects more creative, but for the purpose of learning new skills, we will begin with a blank page.

Blank  
Presentation



Blank Format



2. Find pictures for your book.

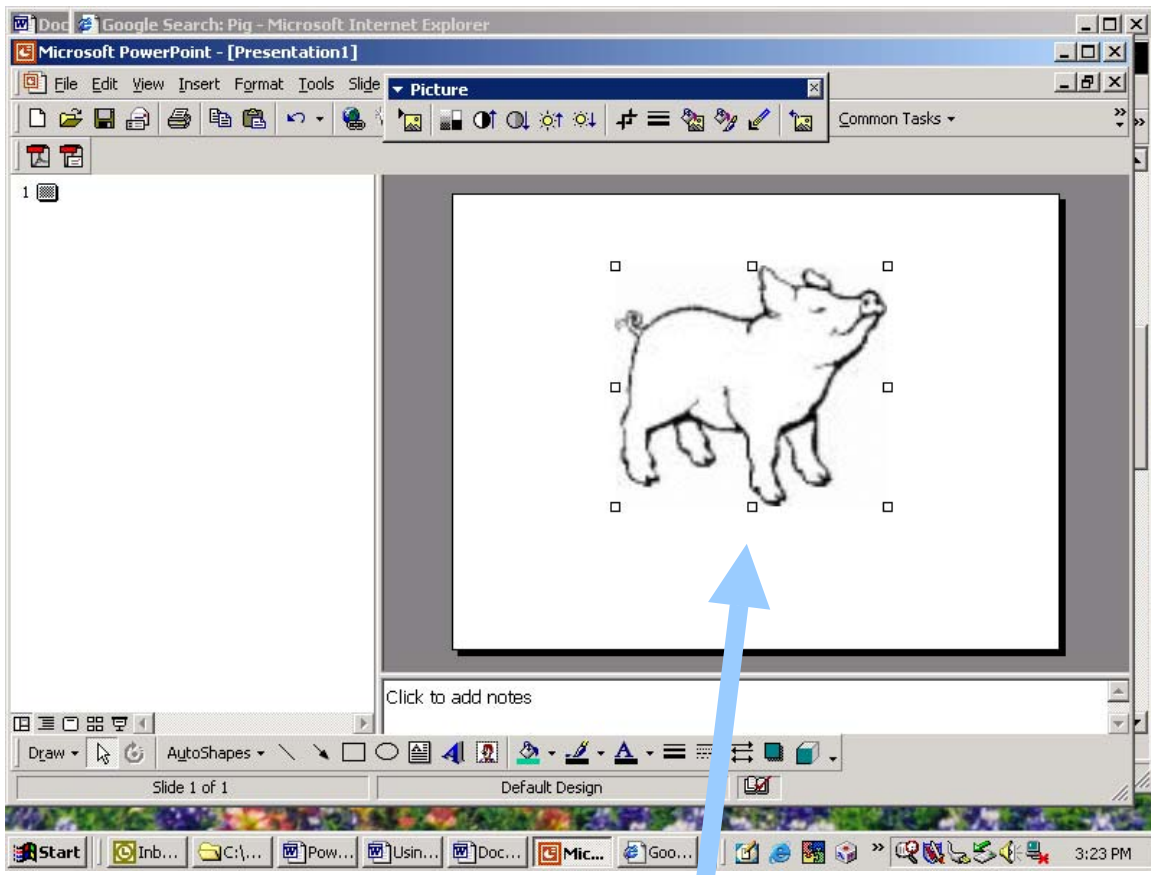
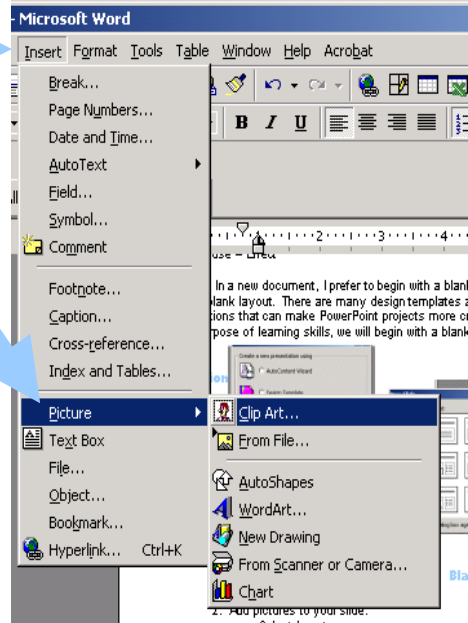
This is just one of many ways to find pictures...

- Go to the Internet
- Go to [www.google.com](http://www.google.com)
- Click on "Images"
- In the search box insert a keyword that identifies the picture you are searching for. Ex: Pig.
- Select the picture you prefer.
- Keep in mind that these pictures may be copyrighted so use them with attention to copyright laws.
- If you are using a PC system, right click on the picture you want.
- Select "Save Picture As"
- Select a folder such as "My Pictures" to save pictures in. Be sure to name the picture so that you can easily recall the picture.

2. Add pictures to your slide:

## PowerPoint for Switch Access Users Talking Books

- a. Select Insert
- b. Select Picture
- c. Select "From File"
- d. Click on the picture you want.
- e. It will automatically insert into your PowerPoint slide.



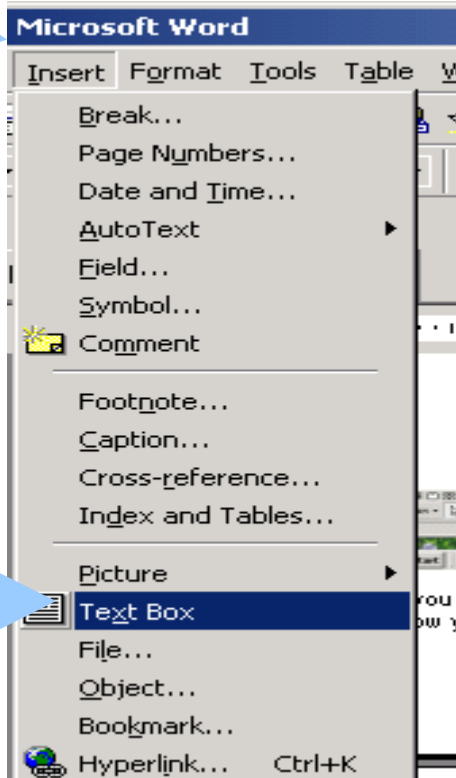
If you click on your picture it will make "handles" visible that will allow you to click and drag to resize the picture.

### 3. Add Text to your slide

## PowerPoint for Switch Access Users

### Talking Books

a. Select Insert

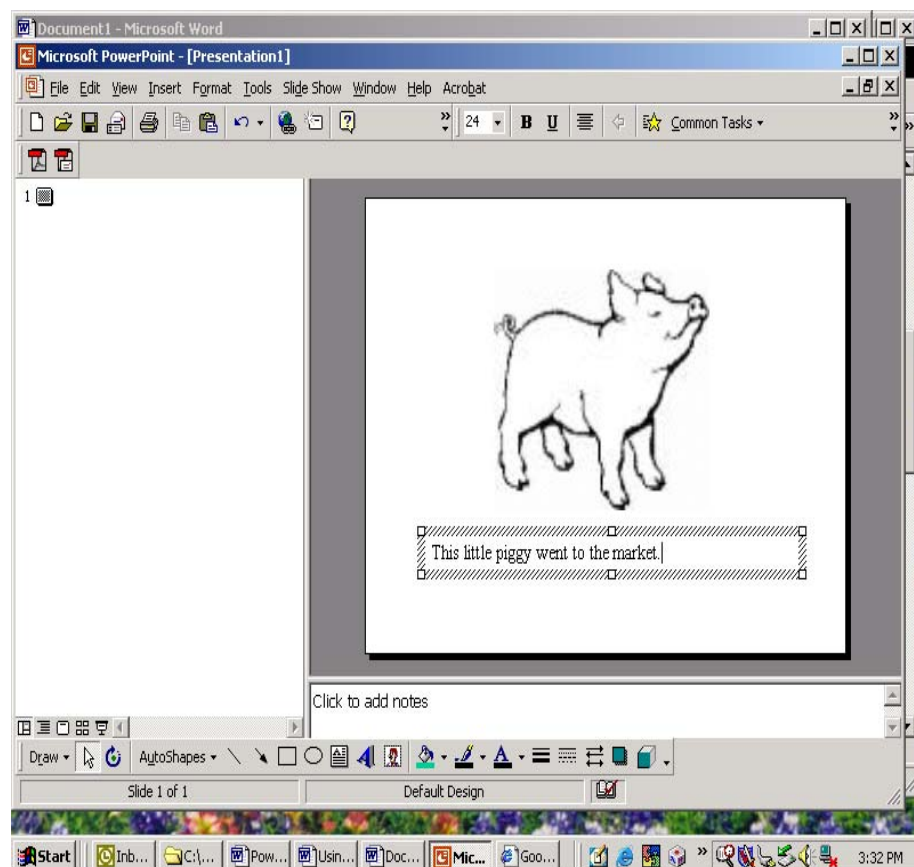


b. Select "Text Box"

Text Box

c. Click and drag the text box on the slide.

d. Type in the text.



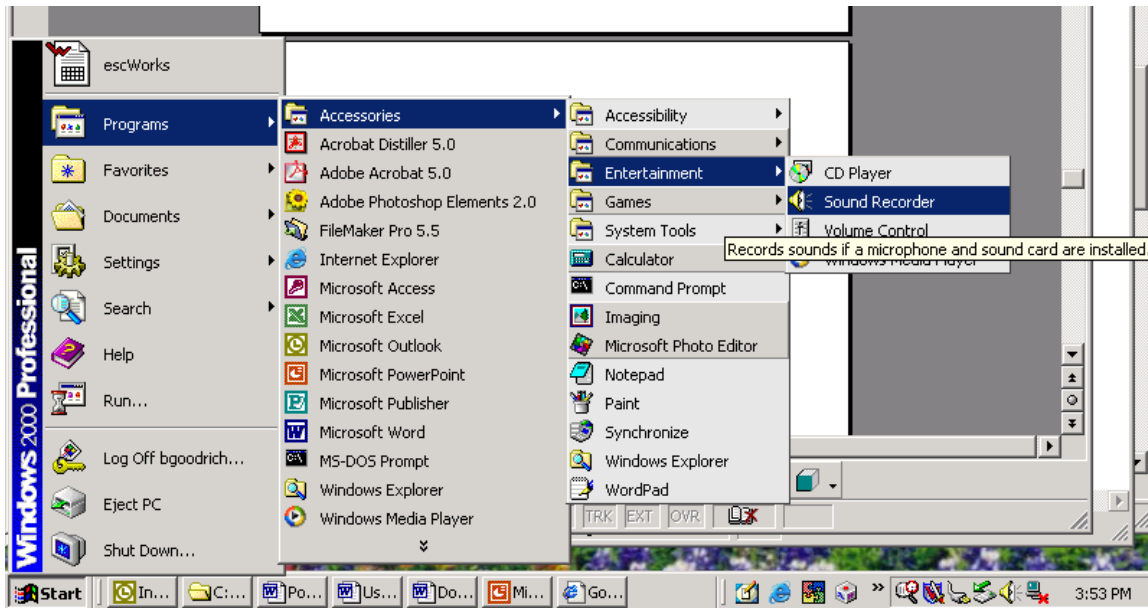
## PowerPoint for Switch Access Users

### Talking Books

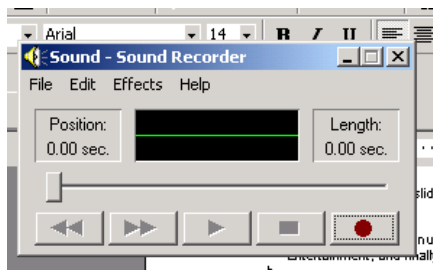
#### 4. Add Sound to your slide

To record your voice onto the slide you will need a microphone on the computer.

- a. From the “START” Menu, select Programs, Accessories, Entertainment, and finally Sound Recorder



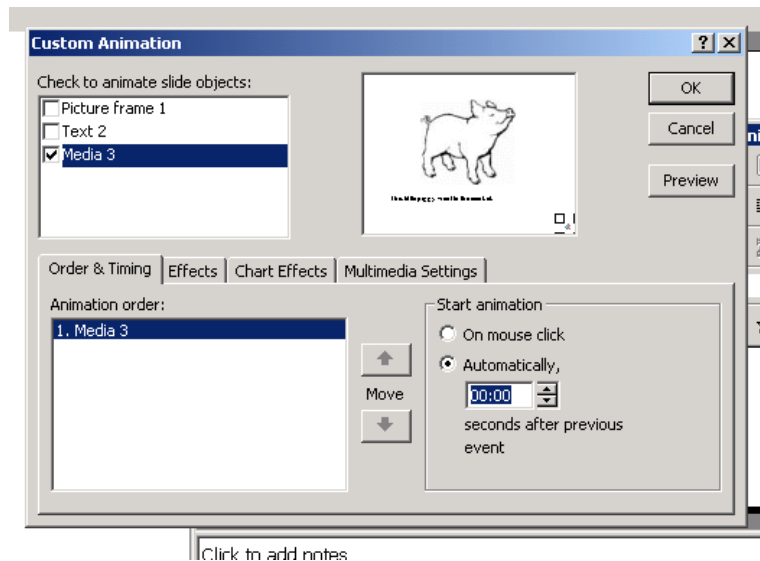
- b. Record the sound you want.
- c. Press the red button to begin recording and then again to stop recording.
- d. Save the recording in a folder you can easily find with a name that you can easily recall. EX: This little piggy saved in “My Audio” folder.



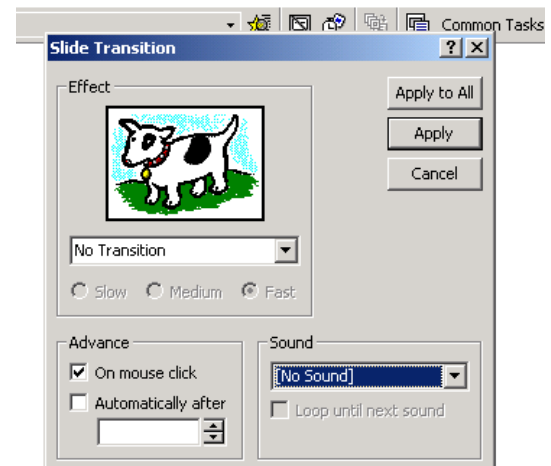
## PowerPoint for Switch Access Users

### Talking Books

- e. Open the animation toolbar by going to “View”, “Toolbars”, click on “Animation Toolbar”.
- f. In the animation toolbar, highlight the audio file to play. Select for the audio file to play automatically after approximately 2 seconds. This will allow the slide time to transition before the audio plays.



4. Add actions to your slide.
  - a. Select “View”
  - b. Select “Slide Sorter”
  - c. Right click on the slide to animate.
  - d. Select “Transition”
  - e. In the “Transition” box, select “On Mouse click” This will allow the switch access user to control the movement from one slide to the next.



Repeat the above steps for each slide you add in your “Talking Book”. These steps are just the basics. There are many options within PowerPoint for animation and audio that can enhance a talking book.